

DRAFTING TECHNICIAN I
DRAFTING TECHNICIAN II
DRAFTING TECHNICIAN III

Class No. 003802
Class No. 003801
Class No. 003800

DEFINITION:

To perform drafting and computation work in the preparation, maintenance and amendment of a variety of property maps, facilities drawings, architectural drawings, engineering drawings, election districts and informational maps.

DISTINGUISHING CHARACTERISTICS:

The Drafting Technician class series is a paraprofessional class series which performs technical work in property ownership delineations, map drafting, facilities drawings, architectural drawings, engineering design, election district work, or information presentation. The class series is distinguished from the Cadastral Technician class series in that the latter work exclusively on cadastral mapping projects. The latter is also engaged to a greater degree in researching and analyzing recorded documents, and segregating and combining projects.

Drafting Technician I:

This is the entry level in the class series. Under direction, incumbents perform drafting assignments and computations of average difficulty.

Drafting Technician II:

This is the journey level class in the class series. Under general supervision, incumbents independently perform a wide variety of drafting assignments and computations of greater than average difficulty and complexity.

Drafting Technician III:

This is the lead level class in the class series. Under general supervision, incumbents act as a lead worker and/or project leader providing technical guidance to subordinate staff and perform the most difficult drafting work.

EXAMPLES OF DUTIES:

Performs drafting, lettering and computations on maps and drawings; reads and interprets property legal descriptions and other documents and uses field notes to plot and draw a variety of maps and drawings using Geographic Information System (GIS) software; depicts natural, constructed and demographic features, engineering ideas and political boundaries in drawings and maps; prepares, maintains and amends a variety of property maps, facilities drawings, and architectural drawings to the technical specifications of the assigned departments (e.g., Assessor, Public Works, Registrar of Voters, General Services and Parks and Recreation) for use in determining zoning, property ownership lines, property assessments, facility usage, engineering improvements, and voting districts or to present information; and to perform related work as required.

Drafting Technician III:

All the duties mentioned above and: serves as lead worker; checks the work of other technicians; provides technical guidance to subordinate staff; performs special drafting projects and the most difficult work.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Drafting Technician I
II = Drafting Technician II
III = Drafting Technician III

I II III

G	T	T	Terminology, symbols and principles used in drafting work, legal description writing and interpretation, architecture or engineering.
G	T	T	Drafting instruments, equipment or materials such as scales, templates, compasses and drafting machines.
G	T	T	Computer Aided Drafting (CAD) and Geographic Information System (GIS) ArcView.
G	T	T	Principles of algebra, geometry, and trigonometry.
--	G	T	Planning, zoning, engineering, elections, architectural or facility usage procedures and codes, ordinances and resolutions related to the assigned technical function of assigned department.
--	--	G	Principles and practices of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Draw and use mechanical and automated tools and equipment and perform freehand lettering.
- Plot complete and accurate drawings using AutoCad and GIS ArcView.
- Perform basic arithmetic, algebra, geometry, and trigonometry calculations.
- Read, write, comprehend and interpret property, architectural and engineering terminology, symbols, legal descriptions and land use drawings and maps.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Drafting Technician I:

1. One (1) year of drafting experience using the knowledge and skills stated above; OR,
2. One (1) year of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; OR,
3. One (1) year of experience at a title company or similar experience identifying and sketching real properties from legal descriptions.

Drafting Technician II:

1. One (1) year of experience as a Drafting Technician I with the County of San Diego; OR,
2. Two (2) years of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; OR,

3. One (1) year of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; AND, one (1) year of drafting experience at a title company or similar experience identifying and sketching real properties from legal descriptions.

Drafting Technician III:

1. One (1) year of experience as a Drafting Technician II with the County of San Diego; OR,
2. One (1) year of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; AND, two (2) years of drafting experience identifying and sketching real properties from legal descriptions; OR,
3. Three (3) years or more drafting experience identifying and sketching at a title company or similar experience identifying and sketching real properties from legal descriptions.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Some positions in these classes require a valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel.

Probationary Period:

Drafting Technician I:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

